Self-Help Guide

Canvas: Assess and Grade Student Work

This self-help guide walks you through the process of planning, creating, and using methods of assessment and evaluation in Canvas.

Plan Assessment

Understand Assessment Options

Understand Formative and Summative Assessment

What is the Difference Between Formative and Summative Assessment?
https://www.cmu.edu/teaching/assessment/basics/formative-summative.html

Understand Canvas Assessment Tools

What are Assignments?
https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Assignments/ta-...
Assignments Overview (video)
https://community.canvaslms.com/t5/Video-Guide/Assignments-Overview-Instructors...
Understand Quiz Types
https://community.canvaslms.com/t5/Instructor-Guide/What-quiz-types-can-I-creat...
Understand Classic Quizzes vs. New Quizzes
/services-technologies/how-tos/canvas-understand-classic-quizzes-vs-new
Understand Discussions (video)
https://community.canvaslms.com/t5/Video-Guide/Discussions-Overview-Instructors...

**Understand Collaboration Tools in Canvas**

Overview of Google Drive Integrations
/services-technologies/how-tos/canvas-overview-google-drive
Use Groups for Collaboration
/services-technologies/self-help-guides/canvas-use-groups-collaboration

**Get Assistance Choosing Assessment Options**

**Get In-Person Help**

Find Your College Contact
https://it.umn.edu/canvas-transition-information-find-your

**Get Help Online**

24/7 Canvas Support
/how-get-technology-help
Email Canvas Support
canvas@umn.edu

**Build Assignments**

**Build Assignments**

**Understand the Assignment Tool**

Understand Assignments
https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Assignments/ta-...
Assignments Overview (video)
https://community.canvaslms.com/t5/Video-Guide/Assignments-Overview-Instructors...
Understand How to Use the Assignments Index Page
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Assignment...

Create Assignments

Create an assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-an-assignme...

Add or Edit Details in an Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-or-edit-detailed...

Create a Non-Submission (Offline) Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-assignment-

Create an Assignment Shell from the Calendar
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-an-assignment-

Assign an Assignment to an Individual Student
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-an-assignme...

Add or Edit Points for an Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-or-edit-points...

Duplicate an Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-duplicate-an-assig...

Delete an Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-delete-an-assignme...

Give Extra Credit

Add Assignments with External Apps

Add an Assignment Using an External App (Voicethread, YouTube, etc.)
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-an-assignment-

Import SCORM Files as an Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-import-SCORM-files...
Create a Google Cloud Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-cloud-ass...

Set Up Peer Reviewed Assignments

Use Peer Review Assignments
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-peer-review-as...
Create a Peer Review Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-peer-revi...
Manually Assign Peer Reviews for an Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-manually-assign-pe...
Automatically Assign Peer Reviews for an Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-automatically-assi...

Use Turnitin with Assignments

Learn about Canvas/Turnitin integration
/services-technologies/how-tos/canvas-turnitin-overview
Turnitin Instructor Guide
https://help.turnitin.com/feedback-studio/canvas/lti/instructor/instructor-cate...
Turnitin Student Guide
/services-technologies/how-tos/canvas-students-turnitin-guide

Build Discussions

Understand the Discussion Tool

Overview of Discussions (video)
https://community.canvaslms.com/t5/Video-Guide/Discussions-Overview-Instructors...

Create Discussions

Create a Discussion as an Instructor
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-discussio...
Duplicate a Discussion in a Course
Delete a Discussion in a Course

Create a Group Discussion in a Course

Assign a Graded Discussion to an Individual Student

Assign a Graded Discussion to a Course Group

Assign a Graded Discussion to a Course Section

Build Quizzes

Understand the Quiz Tool

Understand Classic Quizzes vs. New Quizzes
/services-technologies/how-tos/canvas-understand-classic-quizzes-vs-new

Quizzes Overview (video)
https://community.canvaslms.com/t5/Video-Guide/Quizzes-Overview-Instructors/tab...​

Use the Quizzes Index Page

Understand Quiz Types

Understand Quiz Options

Understand the Survey Tool within Quizzes

Create a Question Bank

Create a Question Bank in a Course

Bookmark a Question Bank in a Course

Unbookmark a Question Bank in a Course
Delete a Question Bank in a Course

Move Multiple Questions from One Question Bank to Another

Move/Copy a Question from One Question Bank to Another

Import a Question Bank from One Canvas Course to Another

Create Quizzes

Create a Quiz with Individual Questions

Create a Quiz Where Students Only See One Question at a Time

Create a Quiz with a Question Group to Randomize Quiz Questions

Create a Quiz by Finding Questions in a Question Bank

Create a Quiz with a Question Group Linked to a Question Bank

Edit a Quiz Question that is from a Quiz Bank

Link Course Content to a Quiz Question

Reorder Questions or Question Groups in a Quiz

Manage Quizzes

Use the Moderate Quiz page

Make a Quiz Available Before or After the Due Date
Create Rubrics to Use with Assessments

Build Rubrics

Add a Rubric to a Course

Add a Rubric to an Assignment

Add a Rubric to a Graded Discussion

Manage Rubrics

Organize Assessments

Create Assignment Groups

Create Assignment Groups
Manage Your Assignment Groups

Weight Grades in a Course
Set up Rules for Assignment Groups (Drop Lowest/Keep Highest)
Exclude an Assignment from the Course's Final Grade
View Differentiated Assignments with Different Due Dates in a Course

Evaluate Student Progress

Grade Student Work

Understand SpeedGrader

Understand What SpeedGrader Is

Use SpeedGrader

Use SpeedGrader
Get to SpeedGrader
Hide or Post Assignment Grades in SpeedGrader
Sort the Student List in SpeedGrader

Use a Rubric in to Grade Submissions in SpeedGrader

Enter/Edit Student Grades in SpeedGrader

Handle Assignment Resubmissions

Grade on a Curve

Exclude an Assignment from the Final Grade

Monitor Quizzes

View Student Results in a Quiz

Understand Available Quiz Statistics

View a Quiz Log for a Student

Regrade a Quiz in a Course

View Survey Results in a Course

View Practice Quiz Results in a Course

Manage TA Grading

Set up a Moderated Assignment to Be Graded by Multiple Reviewers

Review Moderated Assignments in Speedgrader as a Moderator
Publish Final Grades for a Moderated Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-publish-final-grad...

Use the Gradebook

Understand the Gradebook
Introduction to Gradebook (video; 3:26)
https://www.youtube.com/watch?v=brhz_dnYfec&feature=youtu.be
Use the Gradebook

Use Grade Posting and Submission
Understand Grade Posting Policies (Video; 2:44)
https://www.youtube.com/watch?v=un4jnMRSk9c
Select a Grade Posting Policy for a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-select-a-grade-pos...
Select a Grade Posting Policy for an Individual Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-select-a-grade-pos...
Apply a Missing Submission Policy
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-apply-a-Missing-Su...
Apply a Late Submission Policy
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-apply-a-Late-Submi...

Work in the Gradebook
Get to Speedgrader from the Gradebook
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-get-to-SpeedGrader...
Enter and Edit Grades in the Gradebook
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-enter-and-edit-gra...
Send a Message to Students from the Gradebook
http://community.canvaslms.com/t5/Instructor-Guide/How-do-I-send-a-message-to-
Curve Grades in the Gradebook
http://community.canvaslms.com/t5/Instructor-Guide/How-do-I-curve-grades-in-th-
Hide Grades That Were Previously Posted in the Gradebook
http://community.canvaslms.com/t5/Instructor-Guide/How-do-I-hide-grades-that-w-
Excuse a Student from an Assignment
Exclude an Assignment from the Final Grade
http://community.canvaslms.com/t5/Instructor-Guide/How-do-I-exclude-an-
Download Student Submissions from the Gradebook
http://community.canvaslms.com/t5/Instructor-Guide/How-do-I-download-all-stude-
Upload Student Submissions in the Gradebook
http://community.canvaslms.com/t5/Instructor-Guide/How-do-I-upload-all-student-
Import Grades into the Gradebook
http://community.canvaslms.com/t5/Instructor-Guide/How-do-I-import-grades-in-t-
Export Grades from the Gradebook
http://community.canvaslms.com/t5/Instructor-Guide/How-do-I-export-grades-in-t-
Filter and Sort in the Gradebook

Use the Icons and Colors in the Gradebook
http://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-icons-and-
Sort and Display Student Data in the Gradebook
http://community.canvaslms.com/t5/Instructor-Guide/How-do-I-sort-and-display-s-
Sort an Individual Assignment Column in the Gradebook
http://community.canvaslms.com/t5/Instructor-Guide/How-do-I-sort-an-individual-
Arrange Columns in the Gradebook
http://community.canvaslms.com/t5/Instructor-Guide/How-do-I-arrange-columns-
in-
Use the Notes Column in the Gradebook
http://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Notes-colu-
View a Student's Grades Page in a Course from the Gradebook
http://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-a-student-s-G-
View the History of All Grading Changes in the Gradebook
http://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-the-history-o-
Get Final Grades to PeopleSoft

Prepare and Submit Final Grades to Faculty Center/PeopleSoft
https://it.umn.edu/services-technologies/self-help-guides/canvas-prepare-submit...

Take Attendance

Understand Roll Call

Use the Roll Call Tool

Use the Roll Call Tool

Edit a Roll Call Attendance Assignment
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-the-Roll-Call...
Run Roll Call Reports
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-run-Roll-Call-Atte...

Analyze Student Progress

Use Analytics

View Course Analytics
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-Course-Analyt...
View Analytics for a Student in a Course
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-analytics-for...